

**Position No. OBO007**  
**Employee Name: Vacant**

**Position Name: Civil Engineer**

### **13. BASIC FUNTION:**

The Civil Engineer will perform engineering duties during construction of the New Office Building in Guayaquil, Ecuador as directed by the OBO Project Director. The Engineer shall be capable of working independently to provide professional engineering and quality assurance services during installation of all building Civil systems.

### **14. MAJOR DUTIES AND RESPONSIBILITIES**

**% OF TIME**

**25%**

Develop a working knowledge of U.S. technical requirements include in the construction contract. Assess the construction contractor's ability to achieve the required standards of construction and advise the OBO Project Director of potential deficiencies and possible remedies. Monitor and evaluate the construction work through field inspections and the review of quality control reports to ensure contract compliance and proper standards of quality are achieved. Ensure that materials are being stored and handled correctly and are in acceptable condition at the time of installation. Evaluate the contractor's construction accident prevention program to facilitate an accident free project. Maintain a daily progress report and prepare correspondence and other reports as required by the OBO Project Director.

**25%**

Identify Civil and architectural installation problems in the construction documents. Notify the OBO Project Director of potential conflicts in the design. Prepare plans and construction details to resolve or issues. Review and evaluate construction details and data provided by the contractor and advise the OBO Project Director on the technical adequacy of the contractor's submittals. Analyze contractor proposed substitutions of equipment and materials and make recommendations to the OBO Project Director concerning compliance with the design intent of the Contract Documents. Review the Contractor's records to ensure that an accurate record of as-built conditions is being maintained.

**25%**

Prepare scope-of-work and cost estimates for construction contract modifications and change orders. Evaluate the contractor's cost proposals for contract modification and change orders. Provide recommendations and comments to the OBO Project Director on the technical accuracy and completeness of the contractor's proposals. Review the contractor's monthly payment requests, and make recommendations concerning the accuracy of the Civil-related line items.

**25%**

Maintain liaisons with contractors and local authorities and officials responsible for the implementation, scheduling and compliance of municipal building codes and construction regulations to facilitate the issuance of the required permits and associated inspections and submissions.

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The Civil/Arch Engineer shall be directly responsible to the OBO Project Director in the performance of his/her duties under this contract. Services shall generally consist of eight (8) hours a day, 40 hours a week on Monday through Friday or as otherwise directed.

**15. QUALIFICATIONS REQUIRED:**

- A. **Education:** University degree in Civil Engineering or Architecture is required.
- B. **Prior Work Experience:** Seven years minimum in work directly related to Civil Engineering or Architecture construction in buildings is required.
- C. **Post Entry Training:** N/A
- D. **Language Proficiency:** Level III (good working knowledge) written/spoken English.
- E. **Job Knowledge:** Must have good working knowledge of building design and construction as it pertains to Civil engineering or Architecture.
- F. **Skills and Abilities:** Must have working knowledge of Civil or Architectural building systems and sound construction practices. Must be familiar with U.S. codes and regulations that pertain to project/contract. Good organizational and computer skills are required.

**16. POSITION ELEMENTS:**

- A. **Supervision Received:** Supervised by OBO Project Director or designee.
- B. **Supervision Exercised:** N/A
- C. **Available Guidelines:** OBO Office Guidelines.
- D. **Exercise Judgment:** Expected to apply professional knowledge to perform work required in a timely manner for the benefit of the project.
- E. **Authority to Make Commitments:** None

**Nature, Level and Purpose of Contacts:** Contractor personnel as pertains to project construction activity. Local Government/Municipal authorities as directed by the Project Director.

- F. **Time Expected to Reach Full Performance Level:** Two Months.